

DRUG COURT ADMINISTRATOR

DEFINITION

Under general direction, plans, develops, organizes and coordinates court and program services for Treatment Courts located at multiple sites throughout the County; acts as a liaison to County departments and community based programs; supervises regular and contract assessment staff; provides information and acts as a resource for other Family and Children Court Services work units; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is administrative in nature and is responsible for development, implementation and coordination of treatment court programs including but not limited to drug courts, mental health court and domestic violence court.

ESSENTIAL FUNCTIONS

1. Acts as staff to the Treatment Court Oversight committee; assists the committee with the countywide strategic planning; develops and implements program mission, goals, objectives and performance standards; develops contracts between various county agencies and the Court; develops and maintains policies and procedures manual.
2. Works with treatment court judges, treatment providers and probation department on treatment activities; acts as gatekeeper regarding treatment openings; allocates treatment resources to ensure immediate intervention; mediates and troubleshoots disputes among clients, vendors and courts; responds to judicial requests for intervention in program matters.
3. Directs the collection of data, assessment of needs and evaluation of existing community services; makes recommendations on the provision of services or contracts for services; coordinates management information systems and maintains records needed to evaluate program effectiveness.
4. Organizes, coordinates and provides training for treatment providers, Judges, Court team and staff of various offices/agencies; provides local, state and national training to drug court team members through NADCP mentor court network; recruits, trains and supervises support staff.
5. Develops materials for community education including program brochures, literature, and videos; provides public forum meetings to explain the program to various community groups; conducts outreach and encourages collaboration with law enforcement and other community agencies.

6. Prepares grant applications and proposals; monitors grants to ensure compliance; participates in developing, reviewing, selecting and monitoring Requests for Proposals for treatment services.
7. Coordinates graduations, monthly team meetings and various other meetings.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in psychology, counseling, social work or other directly related field and three years of increasingly responsible professional experience in drug and alcohol programs that included administrative responsibilities or any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of

Principles and practices of administration, organization, management and supervision; funding sources and mandates of programs; principles and practices of business and office management; criminal courtroom procedures and case processing; methods and techniques of organizing work; basic statistics; current alcohol and drug issues, including the nature and magnitude of alcohol problems in society and recovery models, substance abuse, alcoholism, and addiction; evaluation tools and program evaluation; State regulations pertaining to client confidentiality; principles of automated information systems; report writing and interviewing techniques.

Ability to

Plan, organize, coordinate and direct the work of the program; select, train and supervise staff; develop, evaluate and analyze operational policies and procedures; analyze problems and complaints and identify solutions; prepare and evaluate a variety of narrative and statistical data and reports; communicate orally and in writing on a variety of issues; work collaboratively with Judges, staff, and County agencies; organize and write reports; interpret and apply rules and regulations; work with individuals from diverse socio-economic, cultural and ethnic backgrounds, and disabled individuals; make oral and written presentations; use computer applications.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00